Newtownabbey Arts & Cultural Network

JOB DESCRIPTION

Job Title: Finance and Administration worker

Duration: Fixed contract until March 2018 with possible extension for further year subject to funding

Hours: 20 hrs per week

Salary: NJC Spinal point 13 (Pro rata) £8,245.50 + Pension contribution

Responsible to: Project Co-Ordinator

Location: The post will be based at the offices of the Newtownabbey Arts & Cultural Network. 24a The Diamond, Rathcoole, Newtownabbey, County Antrim, BT37 9BJ or as required.

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SUMMARY OF THE MAIN RESPONSIBILITIES OF THE POST.

**1: Finance**

* To maintain the necessary financial systems, manage and monitor project spend and complete quarterly, annual and other financial statements as required by funding organisation.
* To maintain computerised and manual financial records and ledgers, the PAYE system (including pensions), cheque journals and accounts, petty cash and financial information related to the work.
* To work closely with the Committee and the funding organisations to ensure adherence to the Financial Guidelines for the lifetime of the project.
* To work with the Treasurer to prepare finance reports for the committee, prepare Annual Accounts and write up financial reports related to the work of NACN, making returns to the funding body and drawing down grants where applicable.
* To maintain and prepare records and documents required for release of monies from funding organisation

2: Administration

* To maintain office and information recording systems.
* To attend committee meetings and other relevant meetings as required to: record minutes and distribute to relevant personnel.
* To assist callers to the NACN offices.
* To process and record incoming/outgoing telephone calls and post and relay messages to appropriate people.
* To monitor and order, office goods and services, seeking quotes as appropriate, and to ensure that all materials, equipment, etc. are stored and used in line with the Health and Safety Policy.
* To ensure the provision of telephone and reception services and office opening, closure and cover.
* To contribute to fund-raising applications through assisting with layout and presentation of applications and the development of budget proposals.
* To assist in the compiling of a periodical newsletter and to co-ordinate the distribution of the newsletter.
* To assist in the set up and running of activities for the Project including making bookings, setting up of rooms for training or activities, organizing training and events/seminars, workshops and conferences..

**3: Other**

* To operate safely in the workplace.
* To carry out all duties with discretion and confidentiality.
* To attend supervision sessions with designated Line Manager and prepare work report for same.
* To carry out such other duties as may from time to time be reasonably requested.

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS:**

**Applications must be returned by: Wednesday 11th October 2017 at 12.00 noon to:**

**Chairperson**

**Newtownabbey Arts & Cultural Network**

**24a The Diamond**

**Rathcoole**

**Newtownabbey**

**County Antrim**

**BT37 9BJ**

***Please note: Applications must be completed in full using additional pages where necessary and a signed hard copy submitted by the closing date.***